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ABSTRACT

In 1979, Johnson County Community College (JCCC) conducted a survey to identify the education and transportation needs of the Johnson County Industrial Airport employees and to determine employer educational requirements for employees and interest in courses. An employer survey, seeking information on company characteristics, employee education requirements, in-house training programs, subjects of interest, and preferred location for courses, was sent to 28 companies. Employees at these companies were asked about length of employment; current residence; transportation; plans to relocate; interest in bus service and in taking JCCC courses; schedule preference for on-site courses; preferred subjects, course length, and type of credit; and credit, course length, and scheduling preferences according to specific subject area interest. Responses from 14 employers and 401 employees revealed that: (1) over 50% of the responding firms offered in-house training; (2) while over 50% of the employees were interested in JCCC courses, 46% favored on-site classes; (3) courses meeting after working hours were preferred, although meetings during lunch were also popular; (4) 50% of the employees preferred courses that could be completed in less than 16 weeks and the majority were interested in receiving credit; and (5) the course interests of employees and employers were similar. Data tables are appended. (KL)

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TRANSPORTATION AND EDUCATIONAL NEEDS OF INDUSTRIAL AIRPORT BUSINESSES

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TRANSPORTATION AND EDUCATIONAL NEEDS
OF INDUSTRIAL AIRPORT BUSINESSES

ABSTRACT

In 1979, JCCC conducted a survey of businesses located in the Johnson County Industrial Airport complex to determine possible interest in instructional offerings and to determine the transportation needs of Airport employees. The survey was administered to employees of 28 companies with the assistance of the Airport's Public Information Office. Fourteen employers and 401 employees returned the questionnaires. Some findings of that survey are summarized below.

- The number of persons employed by responding Airport businesses ranged from three to 51. The mean number was 18.
- Three-quarters of the employers indicated that they did not have on-site space suitable for use as a classroom.
- Over half of the businesses sampled presently have some type of in-house training program for employees.
- Instructional areas selected by Airport employers as possible course offerings were similar to those chosen by county employers in a 1978 survey.
- Half of the Airport employees (52.1%) had worked for their present employer for two or more years.
- Seventy-seven percent were Kansas residents; almost 40 percent lived in the Olathe-Gardner area.
- The majority of employees (69.3%) commuted to work via personal vehicle; 23.6 percent participated in company motor pools or rode with a friend.
- Nearly six percent of the respondents living 20 miles or more from the Airport planned to move closer to the Complex within the next two years.
- One-third of the Airport employees would use bus service to commute to work if it were available; another 30.0 percent would possibly use the service.
- Over half the Airport personnel were interested in taking courses from JCCC, but 46.3 percent preferred on-site instruction.

- Respondents generally preferred to attend courses after work; meeting three days a week during lunch was also popular.

- The instructional interests of employees were similar to those selected as possible course offerings by Airport employers.

- Half of the survey respondents preferred courses less than 16 weeks long; 6.6 percent had no preference.

- The majority wanted to receive credit for courses.

- Almost one of every four Airport employees might be interested in weekend classes.

Some concerns identified from the survey results will need to be addressed.

- Locating classroom sites will be a major problem.

- There is a strong preference among employees for on-site instruction.

- The rising cost of gasoline will increasingly impose transportation difficulties on employees.

- Some employers may be unaware of JCCC program offerings or of the College's academic reputation; personal contacts between Airport employers and JCCC personnel will be important in the development of an on-site instructional program.

TRANSPORTATION AND EDUCATIONAL
NEEDS OF INDUSTRIAL AIRPORT BUSINESSES

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TRANSPORTATION AND EDUCATIONAL NEEDS OF INDUSTRIAL AIRPORT BUSINESSES

I. INTRODUCTION

Johnson County Community College periodically surveys businesses within the county to determine the educational needs of employers and their employees. With the growth of certification requirements, the emergence of new career areas, and changes in technology, employee development has become a prerequisite for the maintenance of a skilled work force. JCCC is committed to meeting these educational needs in the community.

The Johnson County Industrial Airport in fall 1979 sought to identify the means of transportation used by employees in commuting to work. The Airport was also interested in what effect rising fuel costs might have in influencing employees to establish residence closer to the Airport or to use bus service if such transportation were available.

Survey instruments were designed by the Office of Institutional Research incorporating the information needs of JCCC and the Johnson County Industrial Airport. One survey sought to identify the education and transportation needs of the Airport's employees. A second survey was administered to employers to determine the educational requirements of their employees and possible interest in course offerings. Mr. O. D. Smith, Public Information Director at the Industrial Airport, coordinated the administration of the surveys.

II. METHODOLOGY

To assess employer interest in instructional offerings, a questionnaire was distributed to the 28 companies currently operating in the Industrial Airport complex. A total of 14 employers responded. A second questionnaire was distributed to the 589 employees of the complex; 401 employees from 23 companies returned their questionnaires.

III. EMPLOYER RESPONSES

Company Characteristics

Employers who responded tended to be companies with three to 51 full-time employees. Six of the businesses responding (42.9%) had fewer than ten employees. Four companies (29.6%) hired between eleven and 25 persons, and four additional firms reported hiring 26 or more employees. Three companies indicated hiring part-time or seasonal help. Thus, the mean number of full-time employees hired by responding businesses located in the Industrial Airport complex was 28; the median was 14.

There was some similarity in the types of businesses responding. Four (29.6%) were aviation industries who sold, serviced, or manufactured aircraft and avionics. Three (21.4%) were federal agencies: the Federal Aviation Agency, the Naval Air Reserve Center, and the Naval Readiness Command. Two (14.3%) were heavy construction contractors. The remaining five companies (35.7%) were manufacturers of different types of products.

Education Requirements

Eight of the companies surveyed (57.1%) had jobs requiring four or more years of college, and eleven businesses (78.6%) had jobs for persons with training beyond high school but with less than four years of college. Ten companies (71.4%) employed high school graduates. Five firms (35.7%) had positions available to persons who had attended high school but had not graduated.

Responding companies identified required education levels for 236 positions. Twenty-eight positions required four or more years of college, while 44 required some training beyond high school. The majority of jobs (N=118) required a high school education, but 46 positions were available to persons who had attended high school but had not graduated.

In-House Training Programs

Almost half of the Airport businesses (N=6, 42.9%) presently have an in-house training program for all staff. Three companies (21.4%) offer in-service training fo: new staff. One firm (7.1%) did not presently have such a program but expressed interest in developing one. However, four companies (28.5%) neither offered an in-house training program nor were interested in establishing one.

Areas of Instruction

Six of the companies surveyed indicated areas in which they would like employees to increase their knowledge and skill. Although there were a variety of instructional areas chosen, most appear to be job related. Those areas are listed below, together with the number of companies expressing interest.

- OSHA (3)
- Business Skills (2)
- Chemistry (2)
- Communications (2)

- Management Skills (2)
- Data Processing (2)
- Energy Conservation (2)
- Human Relations (2)
- Job Related (2)

- Adult Basic Education (1)
- Business Writing (1)
- Mathematics (1)
- Salesmanship (1)

- Security and Theft Prevention (1)
- Electronics (1)
- Engineering (1)
- Secretarial Skills (1)

These findings are consistent with the results of a 1978 survey of 1500 county businesses to determine employer interest in possible course offerings. Six of the instructional areas most often cited by Airport employers were also of interest to other employers in the county. The ten areas most frequently

cited by that group follow.

- Management Skills (N=99)
- Salesmanship (N=98)
- Business Skills (N=74)
- Job Related Skills (N=64)
- Human Relations (N=59)

- Communications (N=50)
- Secretarial Skills (N=49)
- Business Writing (N=45)
- Technical Skills (N=37)
- Data Processing (N=27)

Over half of the Industrial Airport employers (N=8, 57.1%) did not indicate specific instructional areas in which they would be interested in having employees enroll. However, five of these businesses currently have some form of in-house training. Possibly, these companies want employees to increase their knowledge and skill in certain areas, but do not necessarily want JCCC course offerings to be part of an in-house training program.

It is noteworthy that five of the eight companies who did not express interest in specific instructional areas were affiliated with the aviation industry (sales, service, avionics, and reserve training); four had some type of staff training program. While the educational requirements of these firms may be highly specialized, it is conceivable that these employers may be unaware of related programs and courses offered by JCCC that might be appropriate for their employee training needs.

Location of Instruction

Only four companies (28.6%) have suitable space that could be utilized as a classroom. Thus, the number of employers interested in having employees receive instruction may be higher than the number interested in course offerings on site at the company.

IV. EMPLOYEE RESPONSES

Length of Employment (Table 1)

More than half of the employees who responded (52.1%) had worked for their present employer for two or more years; 28.1 percent had been employed at the same company for five years or more. Fewer than one-third (31.1%) reported working for their employer less than six months. Another 16.8 percent had been employed for six months to a year. Thus, the median number of years on the current job was in the range of two to four years.

Current Residence (Tables 2 and 3)

Over three-quarters of the survey respondents (N=305, 77.0%) were Kansas residents, with 59.2 percent (N=235) residing in Johnson County. Almost 40 percent of the Airport employees lived in the Olathe (27.5%) or Gardner (11.8%) area.

Twenty-three percent of the Airport employees were residents of Missouri counties--Jackson, Clay, and Platte. The majority lived in the Metropolitan Kansas City area (21.9% of the total sample).

Transportation (Table 4)

Nearly 70 percent of the sample (69.3%) travelled to and from work via personal vehicle. Another 17.6 percent rode with a friend or fellow employee, and 6.0 percent participated in company motor pools. Some respondents reported using a combination of transportation methods; of these, the "personal vehicle/motorcycle" and "personal vehicle/ride with a friend" combinations were cited most frequently (N=8, 2.0% and N=9, 2.3%, respectively).

Plans to Move (Table 4)

Employees living 20 miles or more from the Industrial Airport were asked if they had plans to move nearer the Airport within the next 24 months; 260 individuals responded. Almost 6 percent (N=15) indicated having de-

finite plans to move closer to the Complex, while 14.6 percent (N=38) expressed possible interest in such a move. However, 79.6 percent of the respondents had no plans to move.

Interest in Bus Service (Table 4)

Employee interest in bus service was high. Although 140 individuals (37.1%) would not use bus service to travel to and from the Airport, nearly one-third of the employees (32.9%) indicated that they would use bus transportation if it were available. Altogether, 62.9 percent of the Airport employees expressed some degree of interest in bus service.

Interest in Instruction (Table 5)

A majority of the survey respondents (53.1%) were interested in taking courses from JCCC. Most, however, preferred on-site instruction (N=176, 46.3%) rather than enrolling in courses offered at the JCCC campus (N=26, 6.8%). Approximately 47 percent of the sample were not interested in coursework.

Schedule Preferences for On-Site Offerings (Table 6)

Employees were asked to indicate their schedule preferences for on-site offerings. Respondents generally preferred to attend courses after work; meeting for one hour and 20 minutes after work for two days per week and meeting two hours and 40 minutes for one day a week were the options selected most often (15.7% each). Attending class 50 minutes after work for 3 days a week was selected by 14.5 percent of the sample. However, employee quitting times ranged from 2:30 p.m. to 8:30 p.m. Some individuals, therefore, may not be able to enroll in on-site classes at the preferred time. In general, the quitting times reported most often by individuals wanting to attend class after work were: 4:00 p.m., 4:30 p.m., and 5:00 p.m.

A number of employees (N=28, 7.0%) were interested in courses offered during the lunch hour for three days per week. Since employees were not

asked to specify a particular time, some difficulties may arise in scheduling courses to meet the needs of all persons interested in this time period.

To summarize, the following time periods were selected most often by Airport employees as preferred time periods for on-site offerings.

50 minutes after work for 3 days per week 4:00 p.m.	N=32
50 minutes during lunch for 3 days per week	N=28
1 hour and 20 minutes after work for 2 days per week 4:00 p.m.	N=22
2 hours and 40 minutes after work for 1 day per week 4:00 p.m.	N=21
2 hours and 40 minutes after work for 1 day per week 4:30 p.m.	N=18
1 hour and 20 minutes after work for 2 days per week 4:30 p.m.	N=13
1 hour and 20 minutes after work for 2 days per week 5:00 p.m.	N=13
50 minutes after work for 3 days per week 4:30 p.m.	N=11
2 hours and 40 minutes after work for 1 day per week 5:00 p.m.	N=10

Areas of Instruction (Table 7)

Airport employees were asked to indicate areas of instructional interest from 22 possible choices. Respondents were generally interested in a diversity of subjects; at least 9 persons were interested in receiving instruction in each option listed. However, the areas most often selected tended to be job related. The instructional areas are shown on the next page.

Areas Interested in Having Instruction	Number	Percentage
Management Skills	78	19.5%
Business Skills	69	17.2
Data Processing	41	10.2
Job Related Skills	40	10.0
Electronics	40	10.0
Physical Fitness	39	9.7
Communications	37	9.2
Human Relations	36	9.0
Mathematics	33	8.2
Engineering	31	7.7
Salesmanship	30	7.5
Adult Basic Education	23	5.7
Business Writing	22	5.5
OSHA Requirements	21	5.2
Technical Skills	21	5.2
Secretarial Skills	19	4.7
General Education	17	4.2
Security and Theft Prevention	15	3.7
Biology	12	3.0
Chemistry and Physics	11	2.7
Energy Conservation	11	2.7
Health Sciences	9	2.2

Comparison of employee interest in instruction with employer interest in possible course offerings reveals similarities. Nine of the ten instructional areas most often selected by Airport employees were also selected by employers as areas in which they would like employees to increase their knowledge and skill. In addition, six of the ten instructional areas most often cited by Airport employees were among the ten subjects most often chosen by 1500 county employees in a 1978 survey. (See pages 239 and 248.)

Course Length and Type of Credit (Table 8)

The majority of Airport employees (N=98, 50.0%) preferred courses that could be completed in less than 16 weeks. However, 43.4 percent (N=85) indicated preference for a regular 16 week course, and 6.6 percent (N=13) had no preference.

Two-thirds of the persons preferring 16 week courses (65.9%) wanted to receive credit. Among those favoring 16 week courses, the percentage wanting certificates of completion and the ratio having no preference between receiving credit or a certificate were similar-18.8 percent vs. 15.3 percent.

The same trend held among persons preferring courses of shorter length. For individuals interested in classes less than 16 weeks in duration, 71.4 percent wanted to receive credit, 15.3 percent wanted certificates of completion, and 13.3 percent expressed no preference.

Weekend Course Offerings (Table 9)

As a group, Airport employees were not interested in weekend course offerings; nearly 75 percent did not want to attend weekend classes. For the 25.2 percent who were interested in weekend offerings, almost half (N=41, 10.2%) expressed interest in Saturday morning offerings. Nine percent (N=36) were interested in attending class on Friday nights. Classes offered on Saturday afternoons were the least popular option, preferred by only 6.0 percent of the sample.

Credit Preferences for Specific Instructional Areas (Table 10)

A majority of persons who specified their instructional interests preferred to receive credit. Percentages of persons wanting credit ranged from 52.6 percent for secretarial skills courses to 100.0 percent for energy conservation classes. However, the number of persons interested in a credit course may be more important than the percentage since the total number of persons interested in a particular course may be relatively small. In addition, the number of persons interested in a specific kind of course has implications for enrollment and scheduling. At least 20 employees expressed interest in taking credit courses in the following areas.

Management skills	N=53
Business Skills	N=48
Electronics	N=27
Communications	N=26
Physical Fitness	N=26
Data Processing	N=25
Job Related Skills	N=25
Mathematics	N=24
Human Relations	N=23
Engineering	N=21
Salesmanship	N=20

In some instances, significant numbers of Airport employees were interested in receiving certificates. When these figures are combined with the number of persons having no preference for earning credit or a certificate of completion, the following non-credit areas were of the most interest to Airport personnel.

Management Skills	N=22
Business Skills	N=19
Data Processing	N=15
Job Related Skills	N=12
Human Relations	N=10
Salesmanship	N=10
Electronics	N=10

Course Length Preferences for Specific Instructional Areas (Table 11)

Survey respondents who identified areas of instructional interest tended to prefer 16 week courses. Again, the number of persons wanting a particular type of instruction will affect course offerings, and thus may be more pertinent than the percentage interested in a given course. Twenty or more Airport employees were interested in a 16 week course in the following instructional areas.

Management Skills	N=35
Business Skills	N=31
Mathematics	N=24
Data Processing	N=22
Electronics	N=20
Engineering	N=20

In some instances, Airport employees preferred courses less than 16 weeks in duration. Management skills (N=29), business skills (N=27), electronics (N=14), and data processing (N=13) were popular among this

group of respondents. However, a majority of survey respondents preferred shorter courses in the following areas.

Communications	N=17
Human Relations	N=17
Job Related Skills	N=17
OSHA Requirements	N=10
Security and Theft Prevention	N=10

Salesmanship (N=13) and physical fitness (N=10) were also popular among persons wanting courses less than 16 weeks long.

Preference for Weekend Offerings by Specific Instructional Areas (Table 12)

In general, Airport personnel were not interested in participating in weekend classes; percentages of persons interested in weekend classes ranged from 31.5 percent for courses in OSHA requirements to 66.6 percent for instruction in business writing. The greatest interest in weekend instruction was in the following areas.

Business Skills	N=29
Data Processing	N=24
Electronics	N=22
Management Skills	N=20
Job Related Skills	N=20
Communications	N=19
Physical Fitness	N=17
Adult Basic Education	N=15
Engineering	N=14
General Education	N=14

The number of persons interested in receiving instruction at a given time is a factor in the decision to offer the course. At least 10 employees expressed interest in weekend instruction during the times specified below.

Friday Night	
Management Skills	N=12
Business Skills	N=10
Electronics	N=10
Saturday Morning	
Management Skills	N=18
Business Skills	N=14
Job Related Skills	N=11
Data Processing	N=10

V. CONCLUSION

In general, the number of companies currently offering in-house training or expressing interest in establishing such a program indicates a relatively high degree of interest in employee development, particularly in job related areas. The majority of responding Airport businesses employ fewer than 25 people, therefore it may not be feasible to offer a course to the employees of a single company. However, the total number of Airport employees is large enough to generate a sufficient number of persons interested in enrolling in a particular course.

The findings of the employee survey support this conclusion. Enough interest exists among Airport employees to explore the establishment of a staff development program. It is important to note that the survey respondents were interested in on-site instruction rather than attending courses located at JCCC. The percentage interested in enrolling in courses at the College campus was relatively low.

Since few companies have facilities available for classroom usage, locating convenient class sites could be a major problem. Possible solutions could be the identification of a centralized location within the Airport complex, establishing a shuttle service between the Airport and the JCCC campus, or identifying a classroom site in the Olathe area.

While employees who reside outside the County may not be interested in receiving instruction unless it is part of an on-site program, a large number of employees live in the Olathe-Gardner area. Offering evening credit courses at a nearby site would probably be an attractive feature to these employees, as well as to southern Johnson County residents.

The possibility of establishing a shuttle service should not be overlooked. A number of Airport personnel already participate in company motor pools; an organized transportation service between the Airport

complex and the JCCC campus might increase the number of persons interested in attending class at JCCC.

Finally, the College will need to promote awareness of existing programs and courses. Since some employers may not be aware of JCCC's academic reputation as a center of excellence, personal contacts between Airport employers and JCCC personnel, i.e., division directors, will be important in the development of an on-site instructional program. Demonstration of the benefits of offering or participating in an instructional program will be important in the development of a successful program. In addition, employers should be informed of JCCC's willingness to develop course offerings geared to business needs.

The majority of Airport employees expressed interest in bus transportation to the Airport. Presently bus service is available to some locations in Johnson County. Although public transportation is beyond the control of the Industrial Airport management, efforts to encourage expansion of bus service through the County should be instituted. Those efforts undertaken jointly with other area businesses have potential for greater effectiveness.

A program to encourage car pooling appears to be warranted. As the costs of gasoline and cars increase, employees who reside outside the County may find it difficult to secure transportation to work. Many individuals already travel to work with friends or participate in a motor pool; a comprehensive system matching residences with individuals employed throughout the Airport complex will alleviate some employee transportation costs.

TABLE 1

LENGTH OF EMPLOYMENT

Question	Number	Percentage
How long have you worked for your present employer?		
One month or less	44	11.2%
2 to 5 months	78	19.9
6 to 8 months	17	4.3
9 months to 1 year	49	12.5
2 to 4 years	94	24.0
5 years or more	110	28.1
TOTAL RESPONDENTS	392	

TABLE 2

EMPLOYEE RESIDENCE
(By City)

City	Number	Percentage
KANSAS		
Olathe	109	27.5%
Gardner	47	11.8
Overland Park	23	5.8
Miami County	19	4.8
Northeast Johnson County	19	4.8
Kansas City, Kansas	17	4.3
Spring Hill	16	4.0
Edgerton	14	3.5
Franklin County	13	3.3
Leavenworth/Tonganoxie	10	2.5
Douglas County	7	1.8
De Soto	7	1.8
Linn County	3	0.8
Bonner Springs	1	0.3
TOTAL:	305	77.0%
MISSOURI		
Kansas City	61	15.4%
Grandview/Belton	15	3.8
Independence/Raytown/Lee's Summit	11	2.7
Cass County	3	0.8
Platte County	1	0.3
TOTAL:	91	23.0%
TOTAL RESPONDENTS	396	

TABLE 3
EMPLOYEE RESIDENCE
(By Zip Code)

	Number	Percentage
KANSAS		
66006	4	1.0%
66012	1	0.3
66013	2	0.5
66018	6	1.6
66021	12	3.1
66025	3	0.7
66030	46	11.9
66031	2	0.5
66048	8	2.0
66053	1	0.3
66061	110	28.4
66064	4	1.0
66067	1	0.3
66069	1	0.3
66071	9	2.3
66072	1	0.3
66075	2	0.5
66080	2	0.5
66081	1	0.3
66083	15	3.9
66086	2	0.5
66089	1	0.3
66092	8	2.0
66102-12	18	4.7
66202-18	41	10.6
TOTAL	301	77.8%
MISSOURI		
64012	2	0.5%
64030	12	3.1
64031	1	0.3
64055-7	3	0.7
64063	1	0.3
64083	1	0.3
64106-51	64	16.4
64734	1	0.3
64746	1	0.3
TOTAL	86	22.2%
TOTAL RESPONDENTS	387	

TABLE 4

EMPLOYEE TRANSPORTATION

Question	Number	Percentage
What form of transportation do you use to get to and from work?		
Method of Transportation		
Motor Pool	24	6.0%
Personal Vehicle	275	69.3
Ride with Friend	70	17.6
Motorcycle	1	0.3
Motor Pool/Motorcycle	1	0.3
Motor Pool/Personal Vehicle	4	1.0
Motor Pool/Ride with Friend	2	0.5
Motor Pool/Personal Vehicle/ Ride with Friend	2	0.5
Personal Vehicle/Motorcycle	8	2.0
Personal Vehicle/Ride with Friend	9	2.3
Personal Vehicle/Ride with Friend/ Motorcycle	1	0.3
TOTAL RESPONDENTS:	397	
If you presently live 20 miles or more from the Johnson County Industrial Airport, do you plan to move nearer the Airport within the next 24 months?		
Yes	15	5.8%
Maybe	38	14.6
No	207	79.6
TOTAL RESPONDENTS:	260	
Would you use bus as your transportation if available to and from the Industrial Airport?		
Yes	124	32.9%
Maybe	113	30.0
No	140	37.1
TOTAL RESPONDENTS:	377	

TABLE 5

INTEREST IN JCCC COURSES AND
PREFERRED LOCATION

Question	Number	Percentage
Would you be interested in taking courses from Johnson County Community College?		
On site at the Industrial Airport	176	46.3%
At the JCCC campus	26	6.8
Not interested in any courses	178	46.8
TOTAL RESPONDENTS:	380	

TABLE 6

EMPLOYEE SCHEDULE PREFERENCES FOR
ON-SITE COURSE OFFERINGS

Preference	Number	Percentage *
50 minutes before work for 3 days per week	18	4.5%
6:30 AM **	(1)	(5.6)
7:20 AM	(5)	(27.8)
7:30 AM	(2)	(11.1)
8:00 AM	(9)	(50.0)
2:30 PM	(1)	(5.6)
50 minutes after work for 3 days per week	58	14.5%
3:30 PM	(3)	(5.2)
3:45 PM	(1)	(1.7)
4:00 PM	(32)	(55.2)
4:30 PM	(11)	(19.0)
4:45 PM	(2)	(3.4)
5:00 PM	(7)	(12.1)
5:30 PM	(2)	(3.4)
50 minutes during lunch for 3 days per week	28	7.0%
1 hour and 20 minutes after work for 2 days per week	63	15.7%
3:30 PM	(4)	(6.3)
4:00 PM	(22)	(34.9)
4:30 PM	(13)	(20.6)
4:45 PM	(4)	(6.3)
5:00 PM	(13)	(20.6)
5:30 PM	(5)	(7.9)
6:30 PM	(1)	(1.6)
8:00 PM	(1)	(1.6)
2 hours and 40 minutes after work for 1 day per week	63	15.7%
2:30 PM	(1)	(1.6)
3:30 PM	(4)	(6.3)
4:00 PM	(21)	(33.3)
4:30 PM	(18)	(28.6)
4:45 PM	(4)	(6.3)
5:00 PM	(10)	(15.9)
5:30 PM	(2)	(3.2)
6:00 PM	(1)	(1.6)
6:30 PM	(1)	(1.6)
8:30 PM	(1)	(1.6)

* Percentages were calculated by dividing by the total number of responses or 401.
** Starting time for work.

TABLE 7

EMPLOYEE INTEREST IN SPECIFIC
INSTRUCTIONAL AREAS

Instructional Area	Number	Percentage *
Adult Basic Education	23	5.7%
Biology	12	3.0
Business Skills	69	17.2
Business Writing	22	5.5
Chemistry and Physics	11	2.7
Communications	37	9.2
Data Processing	41	10.2
Electronics	40	10.0
Engineering	31	7.7
Energy Conservation	11	2.7
General Education	17	4.2
Health Sciences	9	2.2
Human Relations	36	9.0
Management Skills	78	19.5
Mathematics	33	8.2
OSHA Requirements	21	5.2
Physical Fitness	39	9.7
Salesmanship	30	7.5
Secretarial Skills	19	4.7
Security and Theft Prevention	15	3.7
Job Related Skills	40	10.0
Technical Skills	21	5.2

*Respondents were permitted several responses, so percentages will add to more than 100 percent. Percentages were calculated by dividing by the total number of responses or 401.

TABLE 8

EMPLOYEE PREFERENCES FOR COURSE LENGTH AND TYPE OF CREDIT

Preference	Number	Percentage
Course Length		
16 weeks	85	43.4%
Less than 16 weeks	98	50.0%
Doesn't matter	13	6.6%
Want Credit	133	67.9%
16 weeks	(56)	(65.9)
Less than 16 weeks	(70)	(71.4)
Doesn't matter	(7)	(53.8)
Want Certificate	35	17.9%
16 weeks	(16)	(18.8)
Less than 16 weeks	(15)	(15.3)
Doesn't matter	(4)	(30.8)
Doesn't matter	28	14.3%
16 weeks	(13)	(15.3)
Less than 16 weeks	(13)	(13.3)
Doesn't matter	(2)	(15.4)

TABLE 9

EMPLOYEE INTEREST IN WEEKEND COURSE OFFERINGS

Class Time	Number	Percentage
Friday Night	36	9.0%
Saturday Morning	41	10.2
Saturday Afternoon	24	6.0
Not interested in weekend classes	300	74.8

TABLE 10

CREDIT PREFERENCES FOR
SPECIFIC INSTRUCTIONAL AREAS

Instructional Area		Credit	Certificate Of Completion	Doesn't Matter
Adult Basic Education	(N=22)	72.7%	9.1%	18.2%
Biology	(N=11)	81.8	9.1	9.1
Business Skills	(N=67)	71.6	16.4	11.9
Business Writing	(N=21)	81.0	19.0	0.0
Chemistry and Physics	(N=11)	90.9	9.1	0.0
Communications	(N=35)	74.3	8.6	17.1
Data Processing	(N=40)	62.5	30.0	7.5
Electronics	(N=37)	73.0	16.2	10.8
Engineering	(N=29)	72.4	20.7	6.9
Energy Conservation	(N=10)	100.0	0.0	0.0
General Education	(N=16)	56.3	18.8	25.0
Health Sciences	(N= 9)	88.9	11.1	0.0
Human Relations	(N=34)	67.6	17.6	14.7
Management Skills	(N=75)	70.7	20.0	9.3
Mathematics	(N=33)	72.7	12.1	15.2
OSHA Requirements	(N=20)	75.0	25.0	0.0
Physical Fitness	(N=35)	74.3	2.9	22.9
Salesmanship	(N=30)	66.7	23.3	10.0
Secretarial Skills	(N=19)	52.6	21.1	26.3
Security and Theft Prevention	(N=14)	71.4	28.6	0.0
Technical Skills	(N=20)	70.0	10.0	20.0
Job Related Skills	(N=37)	67.6	10.8	21.6

TABLE 11

COURSE LENGTH PREFERENCES
FOR SPECIFIC INSTRUCTIONAL AREAS

Instructional Area		16 weeks	Less than 16 weeks	Doesn't Matter
Adult Basic Education	(N=20)	55.0%	45.0%	-
Biology	(N=11)	72.7	27.3	-
Business Skills	(N=62)	50.0	43.5	6.5
Business Writing	(N=20)	55.0	45.0	-
Chemistry and Physics	(N=11)	90.9	0.0	9.1
Communications	(N=34)	41.2	50.0	8.8
Data Processing	(N=38)	57.9	34.2	7.9
Electronics	(N=36)	55.6	38.9	5.6
Engineering	(N=29)	69.0	20.7	10.3
Energy Conservation	(N=10)	40.0	60.0	-
General Education	(N=15)	53.3	40.0	6.7
Health Sciences	(N= 8)	75.0	25.0	-
Human Relations	(N=32)	43.8	53.1	3.1
Management Skills	(N=71)	49.3	40.8	9.9
Mathematics	(N=30)	80.0	13.3	6.7
OSHA Requirements	(N=20)	40.0	50.0	10.0
Physical Fitness	(N=32)	50.0	31.3	18.8
Salesmanship	(N=28)	46.4	46.4	7.1
Secretarial Skills	(N=18)	50.0	38.9	11.1
Security and Theft Prevention	(N=13)	23.1	76.9	-
Technical Skills	(N=19)	52.6	31.6	15.8
Job Related Skills	(N=35)	40.0	48.6	11.4

TABLE 12

INTEREST IN WEEKEND CLASSES FOR
SPECIFIC INSTRUCTIONAL AREAS

Instructional Area		Friday Night	Saturday Morning	Saturday Afternoon	Not Interested
Adult Basic Education	(N=29)	13.8%	24.1%	13.8%	48.3%
Biology	(N=14)	7.1	14.3	14.3	64.3
Business Skills	(N=69)	14.5	20.3	7.2	58.0
Business Writing	(N=18)	22.2	33.3	11.1	33.3
Chemistry and Physics	(N=11)	27.3	0.0	9.1	63.6
Communications	(N=37)	10.8	24.3	16.2	48.6
Data Processing	(N=43)	20.9	23.3	11.6	44.2
Electronics	(N=43)	23.3	18.6	9.3	48.8
Engineering	(N=32)	25.0	12.5	6.3	56.3
Energy Conservation	(N=11)	9.1	18.2	18.2	54.5
General Education	(N=23)	21.7	26.1	13.0	39.1
Health Sciences	(N=11)	9.1	9.1	27.3	54.5
Human Relations	(N=39)	15.4	17.9	17.9	48.7
Management Skills	(N=80)	15.0	22.5	11.3	51.3
Mathematics	(N=34)	17.6	14.7	5.9	61.8
OSHA Requirements	(N=19)	10.5	10.5	10.5	68.4
Physical Fitness	(N=40)	17.5	15.0	10.0	57.5
Salesmanship	(N=31)	19.4	19.4	0.0	61.3
Secretarial Skills	(N=18)	16.7	22.2	11.1	50.0
Security and Theft Prevention	(N=15)	13.3	6.7	13.3	66.7
Technical Skills	(N=21)	19.0	19.0	4.8	57.1
Job Related Skills	(N=41)	17.1	26.8	4.9	51.2

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